



SMOKY LAKE COUNTY

Title: Internal Control for Direct Payroll Deposit	Policy No.: 05-01
Section: 08	Page No.: 1 of 1

Legislation Reference:	<i>Municipal Government Act, Chapter M-26.1, Section 207, 208, 209, 210.</i>
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Purpose:	To have Internal Control of the Direct Deposit Payroll and files to be saved on the file server.
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Policy Statement and Guidelines:

Internal Control for the purpose of **Direct Deposit Payroll**.

1. Prior to the transfer of the Payroll file from the Accounting System to the Personal Computer – the cheque register must be signed and dated by the Chief Administrative Officer or the Assistant Chief Administrative Officer.

The County’s copy of the cheque stub is to be initialed and dated by the Chief Administrative Officer or the Assistant Chief Administrative Officer.

2. The files that will house information on the Personal Computer will have security applied to them in the form of a password – with only the Payroll Clerk, the Municipal Comptroller, and anyone deemed necessary by the Chief Administrative Officer will have access to the password.

	Date	Resolution Number
Approved	January 23, 2003	Motion # 188 – Page # 7457
Amended		
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